

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

843 - OFFICE OF THE DEPUTY COMMISSIONER

|         |      |  |      |  |      |   |   |   |   |   |
|---------|------|--|------|--|------|---|---|---|---|---|
| 1.1.007 | 4176 | ADMINISTRATIVE CORRESPONDENCE  | 3    |  | 3    | O | R | O | X | PAPER, ELECTRONIC   |
| 1.1.008 | 5807 | GENERAL CORRESPONDENCE   | 1    |  | 1    | O |   | O |   | PAPER AND ELECTRONIC  |
| 1.1.013 | 4179 | APPOINTMENTS, ITINERARIES  | CE+1 |  | CE+1 | O |   | P |   |   |
| 1.1.023 | 4928 | ORGANIZATION CHARTS  | US   |  | US   | O | A | P |   |   |
| 1.1.025 | 4180 | RULES, POLICIES, AND PROCEDURES  | US+3 |  | US+3 | O | R | P | X |   |
| 1.1.038 | 4195 | REPORTS, STUDIES, & SURVEYS-FINAL                                      | AV   |  | AV   | O | R | P |   |   |
| 1.1.057 | 5748 | TRANSITORY INFORMATION   | AC   |  | AC   | O |   | O |   | PAPER AND ELECTRONIC, AC=PURPOSE OF RECORD HAS BEEN FULFILLED.  |
| 1.1.063 | 4181 | STAFF MEETING MINUTES  | 1    |  | 1    | O |   | P |   |   |
| 1.1.068 | 4182 | REPORTS ON PERFORMANCE MEASURES  | AC+6 |  | AC+6 | O |   | P |   | AC=SEPT 1 OF ODD NUMBERED CALENDAR YEARS  |
| 2.1.001 | 4197 | AUTOMATED FILES-PROCESSING FILE  | AC   |  | AC   | O |   | E | X | MAINTAINED BY SYSTEM SUPPORT STAFF  |
| 2.1.007 | 5797 | SOFTWARE PROGRAMS  | AC   |  | AC   | O |   | O | X | INCLUDES LICENSES, PAPER & ELECTRONIC, AC=EXPIRATION OR WHEN PROGRAM IS NO LONGER USED.; MAINTAINED BY SYSTEM SUPPORT |
| 2.1.009 | 4198 | SYSTEM & FILE DOCUMENTATION  | AC   |  | AC   | O |   | P | X | MAINTAINED BY SYSTEM SUPPORT  |
| 3.1.001 | 5780 | APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED                      | 2    |  | 2    | O |   | P |   | MAY INCLUDE CONFIDENTIAL DATA.  |
| 3.1.014 | 5775 | EMPLOYMENT SELECTION RECORDS   | 2    |  | 2    | O |   | P | X | MAY CONTAIN CONFIDENTIAL DATA.  |
| 3.1.018 | 5774 | GRIEVANCE RECORDS  | AC+2 |  | AC+2 | O |   | P | X | MAY CONTAIN CONFIDENTIAL DATA AC=FINAL DECISION ON GRIEVANCE.   |
| 3.1.019 | 5696 | PERFORMANCE JOURNALS   | 2    |  | 2    | O |   | P |   | MAY CONTAIN CONFIDENTIAL INFORMATION.   |
| 3.1.020 | 5710 | PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS | AC+5 |  | AC+5 | O |   | P |   | MAY CONTAIN CONFIDENTIAL DATA. AC=TERMINATION OF CORRECTIVE ACTION  |

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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|---------|------|--|------|------|---|---|---|--|
| 3.1.021 | 4315 | PERSONNEL DISCIPLINARY ACTION DOCUMENTATION            | AC+5 | AC+5 | O | P | X | MAY CONTAIN CONFIDENTIAL INFORMATION<br>AC=TERMINATION OF EMPLOYMENT   |
| 3.1.023 | 5773 | POSITION JOB DESCRIPTIONS                              | US+4 | US+4 | O | P | X |  |
| 3.2     | 2082 | PAYROLL WARRANT LISTINGS                               | 1    | 1    | O | P |   |  |
| 3.3.023 | 5761 | REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS   | FE+3 | FE+3 | O | P |   | INCLUDES TRAVEL, EDUCATIONAL PROGRAMS  |
| 3.4.004 | 5019 | OVERTIME AUTHORIZATION                                 | 2    | 2    | O | P |   |  |
| 3.4.006 | 4941 | TIME SHEETS  | 4    | 4    | O | O |   | PAPER, ELECTRONIC; 40 TAC815.106(i)  |
| 3.4.007 | 5772 | TIME OFF AND SICK LEAVE REQUESTS                       | FE+3 | FE+3 | O | O |   | DAILY ABSENCE REPORTS; PAPER, ELECTRONIC   |
| 4.5.006 | 5766 | ANNUAL OPERATING BUDGETS                               | FE+3 | FE+3 | O | P |   |  |
| 5.1.004 | 4915 | ADDRESS & TELEPHONE LISTING                            | US   | US   | O | P |   |  |
| 5.2     | 5763 | PROPERTY INVENTORY/TRANSFER RECORDS                    | AC   | AC   | O | P |   | AC=INFORMATION IS PUBLISHED OR CORRECTED<br>ON ANNUAL PHYSICAL INVENTORY BY MAMD.;<br>MAINTAINED BY SYSTEM SUPPORT |
| 5.3     | 5731 | PROCUREMENT CARD PURCHASES<br>SUPPORTING DOCUMENTATION | FE+4 | FE+4 | O | P |   |  |
| 5.3.008 | 5764 | PURCHASING LOGS  | FE+3 | FE+3 | O | P |   |  |

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